



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

Expires 4 November 2007

REPLY TO
ATTENTION OF:

IMSE-KNX-LGT (58)

4 November 2005

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 12-05 – Use of Nontactical Vehicles (NTVs)

1. Reference AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 August 2004.
2. To ensure good stewardship of government funds, it is necessary for the Garrison to establish and publish specific guidance for the use of NTVs. The following criteria is applied to all NTV requests before forwarding to the Transportation Office:

a. Permissible Operating Distances (PODs).

(1) The following PODs are established for NTVs assigned to Fort Knox and will not be exceeded without prior written approval of this headquarters as required by above reference:

North: 100 miles (Columbus, IN)
South: 100 miles (KY/TN State Line)
East: 100 miles (Lexington, KY)
West: 100 miles (Henderson, KY)

(2) Authorization to exceed the POD is issued on a limited basis. Submit requests on FK Form 154-E (Request for Nontactical Vehicle Support) at least 72 hours before the requirement. Fully justify requests to include reason for the trip, impact on mission, and why other sources, e.g., commercial transportation cannot be used.

(3) A request for exception to policy may be submitted for regular, recurring mission requirements exceeding the POD by sending a written request (memorandum or e-mail) stating the nature of the mission, the distance/area to be covered, the General Services Administration (GSA) tag number of the vehicle to be used, dates of travel, and a point of contact with phone number to one of the following:

(a) Ms. Cheryl Vessels, IMSE-KNX-LGT or Cheryl.Vessels@knox.army.mil

(b) Ms. Cheryl Cantrill, IMSE-KNX-LGT or Cheryl.Cantrill@knox.army.mil

b. Temporary Duty (TDY). The NTV fleet is not designed or budgeted to support requests for TDY. However, some TDY travel cannot be performed using bus or air transportation and

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use of privately owned vehicles (POVs) cannot be mandated; e.g., Reserve Officer Training Corps (ROTC) inspections. In these cases, an exception may be approved when requested and provided the traveler uses currently assigned NTV assets.

c. All requests for off-post dispatch of vehicles will be approved by the commander or director, or representative (S4), before forwarding to the Transportation Office.

d. Internal Controls. Units will establish internal controls to monitor mileage and use of GSA vehicles. The using activity will appoint an individual who is responsible for ensuring all vehicles are used in an official capacity and the Department of the Army goals (enclosed) are attained. These appointees will also ensure that proper accountability of the vehicle is maintained either by designating someone at the company level or personally performing these duties. Duties include, but are not limited to: daily visual inspection of the vehicle to document and report damages; making preventive maintenance appointments and ensuring the vehicle arrives at the specified place and time; conducting preventive maintenance checks and services (PMCS) training to ensure that the proper types of fuel are used. This will also ensure vehicles are assigned to priority users within the activity for critical needs. Activities will ensure the TMP is notified when POCs change.

e. Change of Vehicle Type. Activities are not restricted to the types of vehicles currently assigned. Requestors might be able to accomplish their mission with an alternate type of vehicle that is more cost effective. However, GSA does not maintain a pool of available vehicles and any change request may take some time to fulfill.

f. Nontactical leased vehicles will not be used to:

(1) Conduct personal business at exchanges, snack bars, banks, credit unions, Noncommissioned Officer (NCO) or Officer Clubs, or any activity where such use may be interpreted to be personal rather than official government business.

(2) Commute between domiciles and places of employment.

(3) Compete with commercial transportation.

(4) Provide transportation based on rank, prestige, or personal convenience.

g. Criteria. The following criteria are applied in the approval/disapproval of NTV requests:

(1) Priority:

(a) Troop training and associated functions; e.g., fire fighting, funeral details, survival assistance, etc. (on and off post within the AR 5-9 area).

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(b) Installation level soldier oriented (on and off post with POD) moral and welfare, e.g., athletics, welfare recreation, patient therapeutic recreational programs, chaplain programs, and approved community relation activities. These activities do not include transport of dependents.

(2) Priority definitions:

(a) Dedicated effort to support.

(b) Based on available resources after training commitments are met.

(c) In many instances, requirements in paragraph 2g(1)(b) cannot be supported. Alternate means of transportation should be considered; e.g., commercial transportation, commercial post taxi, etc.

3. Before submitting requests, all activities will review internal assets (e.g., assigned and dedicated NTVs, tactical vehicles, etc.) and forward only those requests for NTVs that cannot be supported internally and adversely impact on the training mission if not fulfilled. The availability of vehicles for general dispatch use is limited. NTVs assigned to activities will be used to their maximum potential to ensure efficient mission accomplishment.

4. If mission changes cause the need for additional nontactical vehicle support on a permanent basis, please send your TDA change request to the Resource Management Office, and to the point of contact below. An estimate will be provided to you for funding your requirement, and sources will be researched for the type and number of vehicles needed.

5. Point of contact is Ms. Cheryl Cantrill, phone 4-2976.

FOR THE COMMANDER:

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MARK D. NEEDHAM
COL, AR
Garrison Commander

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CF:

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Annual Utilization Goals

Average Annual Mileage	Item Utilization Goals
Ambulances	N/A
Sedan, All (includes Kit Ready Sedans)	10,000
Sedan, Modified	10,000
Station Wagon, All	10,000
Bus, Body on Chassis, to 37 adult pax	12,000
Bus, Body on Chassis, over 37 adult pax	15,000
Bus, Integral	25,000
Truck, 1/4-3/4 Ton, under 7,000 GVW Includes carryalls, minivans, pickups, etc)	10,000
Motorcycle	5,000
Scooter	3,000
Truck and Truck Tractor, 1 and 2 Ton, 7,000 to 18,999 GVW	12,000
Truck and Truck Tractor, 2 1/2 to 4 Ton, 19,000 to 23,999 GVW	10,000
Truck and Truck Tractor, 5 to 10 Ton, 4000 to 39,999 GVW	12,000
Truck and Truck Tractor, 11 Ton and over 40,000 and up GVW	25,000
Trailers and Semi-Trailers	N/A

Figure 2-1. Annual Utilization Goals

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